

Topic:	Responsible Use Procedures for Information and Communication Technology (ICT)
Effective:	March 2013
Cross-Reference:	<u>Municipal Freedom of Information and Protection of Privacy Act</u> <u>Positive School Climate</u> <u>Student, Staff and School Websites</u> <u>Social Media and Electronic Use for Staff</u>
Revision Date:	February 2019
Review Date:	February 2022
Responsibility:	Superintendent of Education (information Services)

INTENDED PURPOSE:

Information and Communication Technology (ICT) supports the education of students in the Halton District School Board. Students benefit from the use of ICT through opportunities to share, learn, communicate and collaborate with others in and beyond the classroom. Additionally, the use of ICT fosters the acquisition and development of effective digital citizenship skills in various program areas and appropriate use contributes to a positive and safe learning environment.

Staff and students use ICT for administrative, learning and instructional purposes.

DEFINITIONS

Personally-owned ICT refers to hardware, software and data not provided by the Halton District School Board

Personally-assigned ICT refers to hardware, software and data provided by the Halton District School Board to an individual for exclusive use.

Personal information includes but is not limited to home address, health information, telephone number, work address/telephone number of parents/guardians, or other identifying information such as video, images or the school's name or address

ICT includes use of hardware (computers, mobile devices, phones, etc.), networks and related equipment as well as the use of information systems and applications such as computer software, electronic mail, web pages/applications and the Internet, whether used within the Board or in a way that has a connection to the Board. The term ICT includes **personally-owned** and **personally-assigned** equipment.

Users include any person (employees, students, trustees, or visitors) who uses the Halton District School Board's ICT systems and services

User Responsibilities

- Observe standards of courtesy and behaviour consistent with the practices and policies of the Halton District School Board when using ICT. For example, users will not transmit or receive content or use ICT in any way that is abusive, criminal, defamatory, derogatory, discriminatory, illegal, deceptive, inappropriate, indecent, libelous, obscene, offensive, profane, racially offensive, sexual, sexist, slanderous, threatening or in a way that promotes hatred or harm against any group or person.
- ICT use is not intended for profit or advertising. ICT use complies with the theme and spirit of education, however reasonable, non-profit personal use of ICT is permitted.
- Adhere to all copyright laws and terms of use regarding the downloading, use or redistribution of any software, media or information. Cite all sources when referring to existing material and research.
- Before images or video of a student are posted on a web page or public forum, the "Authorization for promotional use of student photos, work, activities" form must be signed and returned to the school. Schools should have signed forms on file before publishing student personal information.

- Students must obtain permission of subject (staff, students or any other person) before capturing, using, publishing or transmitting audio, images or video.
- Do not intentionally damage or adversely impact ICT.
- Respect ICT and people by not transmitting or intentionally receiving malicious or unwanted information, software (e.g., spam, viruses, hacking, malware, spyware) or undertake malicious activity (hacking, password sniffing, premeditated disruption of service)
- Represent their online identity truthfully and only access account(s), information and systems for which they are authorized.
- Safeguard passwords, personal information and personal devices from unauthorized users. It is the practice of the Halton District School Board not to identify students in photographs by full name on the school or system website.
- The Board reserves the right to randomly review, retrieve, read, and disclose any files, messages, or communications that are created, sent, received, or stored on board-owned equipment. The Board's right to review/monitor is for the purpose of ensuring the security and protection of business records, preventing unlawful and/or inappropriate conduct, and creating and maintaining a productive work environment. Users should not expect privacy with respect to any of their activities when using Board networks or Board-owned equipment. Use of passwords or account numbers for Board provided systems does not create a reasonable expectation of privacy and confidentiality of information being maintained or transmitted.
- Use of ICT within the Halton District School Board is a privilege not a right. Users who violate these procedures risk losing ICT privileges and other consequences consistent with Positive School Climate Administrative Procedure. Violations of a serious nature may be referred to police.
- Use Board-provided accounts where possible (e.g., Halton Cloud/G Suite for Education).
- Comply with all privacy legislation. NOTE: Use of internet tools and resources that store or require personal information must adhere to privacy legislation.
- Staff shall adhere to the software catalogue for instructional use.

Board Responsibilities

- The Board is not liable for lost or damaged personally-owned ICT.
- Schools will provide student instruction regarding this procedure.
- Provide resources to help educate users in appropriate and effective use of ICT.
- Provide network accounts, Halton Cloud/G Suite for Education, Internet access, and email / conferencing to all users within the Board.
- Provide technical support or peer-support conferences as appropriate.
- Staff may investigate potentially inappropriate student use.
- Investigation of staff or student personally-owned equipment requires consent of the user.
- Staff must be authorized by the Director of Education, or the Executive Officer of Human Resources before investigating potentially inappropriate staff use.
- Personal/private information accessed for operational reasons must be kept confidential.
- Information Services Staff are to report any discovered inappropriate staff use to the Superintendent of Education – Information Services, Executive Officer of Human Resources or the Director of Education.